

Visioning Advisory Committee (VAC) Minutes

City of Beaverton

October 3, 2012

Members Present:

Jennifer Browning	Kevin Hoover
Mark Fagin	Jerry Jones
Ty Garo	Christine Lau
Jaann Hoisington	Cathy Robart

Absences: Lacey Beaty, Jolene Guptill

Council Liaison: Ian King

Project Team: Erin Gordenier & Holly Thompson, City of Beaverton; Jason Robertson, J. Robertson & Co.

Meeting called to order by Chair Jaann Hoisington at 6:32 PM

1. Welcome and Approval of Minutes

The September 5th minutes were approved with no changes.

2. Review & Discuss:

a. Roles & Responsibilities

Jason Robertson gave a brief overview and history of the Visioning Advisory Committee for context and clarity. The core responsibilities consisting of the “care and feeding” required to sustain the Vision were addressed, as well as the subcommittee structure. The VAC agreed that there are opportunities for improvement and efficiency with the subcommittee process.

b. VAC Structure and Work Plan Adjustments

Members were given a handout that addressed four core areas: General Oversight, Partner Communication, Tracking and Reporting, and Community Engagement. Recommendations for adjustments were accompanied by targeted outcomes related to the Beaverton Community Vision.

General Oversight: a proposal was made to consolidate the subcommittees and integrate their objectives with the VAC’s overall goals. Instead of holding separate meetings for the members of the subcommittees outside of the regular VAC meetings, it was suggested that forming task forces for various projects that come up during the year would suffice. It was also suggested that each quarter consist of two monthly VAC meetings and the third month dedicated to a subcommittee made up of BCV partners, where the VAC would oversee the gathering.

Partner Communication: one goal of the quarterly Partners Subcommittee meeting would be to more frequently reinforce the message of community-wide vision and impact. The Partners Subcommittee would be made up of organizations with several actions on the BCV. In addition, the VAC would still host 1-2 annual partner events for the larger group. A discussion was led regarding methodology for contacting partners. The recommended approach was to limit partner “check-ins” to staff and VAC chair/vice chair, but it was decided that other members could assist with tasks such as survey follow up and general outreach.

Tracking and Reporting: other than a semi-annual newsletter for partners, no major changes were suggested. The VAC shall maintain reporting to City Council and the community at large.

Community Engagement: the VAC would like to produce a promotional video and continue its ongoing community outreach (e.g. annual celebration and social media presence).

c. Mission Statement Revision

The mission statement was written in 2008, before the BCV was even named, so it warrants updating. To make the mission more current and include present-day actions and goals, the suggested change is (with final version yet to be announced):

The purpose of the VAC is to oversee the Beaverton Community Vision, connect and support partner organizations, engage the community at-large to ascertain shared priorities and aspirations, and to report progress to the community on meeting the vision goals.

3. Partner Survey Planning & State of the City Video

Survey questions will be developed in the next couple of weeks with questionnaires sent around Oct. 15. Responses will be collected through the end of October. Partners to be featured in the video will be selected by a VAC task force. The selection committee will utilize a ranking sheet to evaluate the survey responses in order to choose the best candidates for the video, which will be shown during the State of the City meeting. This video, along with a featured spot in the *Your City* newsletter, will serve as incentives for returning surveys rich with content and anecdotes. Jaann Hoisington will send a letter from the chair as another touch point to the partners.

4. End of Year Planning

Cathy Robart will contact Sunset Lanes for more information about the end-of-year get together.

5. Review Calendar

An upcoming events calendar was passed out outlining 2012 meeting dates and 2013 items for attention.

6. Council Liaison Update

Councilor King reported that the City Council continues to meet to discuss plans for the Round. The Council is also addressing emergency management policies.

7. VAC & Staff Update

VAC members are encouraged to utilize the VAC Facebook site.

The boards and commissions deadline has been extended.

Jaann summarized the Mayor's Youth Advisory Board meeting and VAC presence/participation.

8. Public Comment

No public comment.

Meeting adjourned at 8:21 PM.

Next meeting is on Wednesday, November 7, at 6:30 PM.

Minutes will be approved at the next VAC meeting.